Pre-Warehouse Evaluation Questionnaire: Packing and transportation tender

Separate forms need to be completed for each inspection site.

a)	**Company name and address:**	**Tel:**
b)	**Name of Contact for this Tender:**	**Tel:** **E-mail address:**
c)	**Name of on-site Representative that will meet the team for the inspection:**	**Tel:** **E-mail address:**
d)	**Warehouse name and address (Where cargo will be stored):**	**Tel:**
e)	**Name of warehouse on-site contact/Manager:**	**Tel:** **E-mail address:**

Please answer prior to inspection			
1. Number of staff?	Office:	Warehouse:	
2. IATA certification? (International Air Transport Association)		YES	NO
3. FIDI (The Federation of International Movers) or IAM (International Association of Movers) Certification?		YES	NO
4. ISO Certification? (International Organization for Standardization)		YES	NO
5. Forwarding License?	Y / N / Using an agent		
Forwarding Agent Name:			
6. Importer Broker License?	Y / N / Using an agent		
Import Agent Name:			
7. Warehouse rented/owned? RENTED – lease expires:	Lease space	Owned	
If leasing space – name of warehouse*			
8. Size of the warehouse?			M2
9. Generators on site?	Y / N		
10. How many hours can your generator run?			
11. Ability to load/unload dock high	Y / N		
12. Pest control up to date?**	Y / N		
Frequency of fumigation – minimum every 6 months.			
13. Fire Extinguishers/sprinkler service up to date?*** **Last serviced: Next Service:**	Y / N		
14. Bonded Store available?*			
If using a different warehouse – name of warehouse*			
15. Dedicated space for Embassy cargo	Y / N		
16. Insurance to cover in-transit/in-store	Y / N		
17. Any objection to the Embassy's RSO (Regional Security Office) check?	Y / N		
18. Do you fully understand the terms and conditions of this tender?	YES	NO	

*Warehouse and Bonded store must be visited as part of the evaluation.   ** **Attach** Pest control certificate/s
*** **Attach** Fire extinguisher/sprinkler inspection certificate/s